

# Building Regulation Application

**IMPORTANT: PLEASE TICK ONE BOX ONLY FOR TYPE OF APPLICATION, SEE GUIDANCE NOTES OVERLEAF**

**BUILDING NOTICE** 
                 
 **FULL PLANS** 
                 
 **REGULARISATION CERTIFICATE\*** 
                 
 **REGISTERED DISABLED PERSON**

\* Date when work carried out

**1 Applicant's details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**2 Agent's details (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**3 Location of building to which work relates**

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

**4 Description of proposed work**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5 Use of building**

1. If new building or extension state proposed use: \_\_\_\_\_

2. If existing building state present use and number of storeys in building: \_\_\_\_\_

3. Is it the intention to carry out building work in relation to a building which is, or will be, within the scope of the Regulatory Reform (Fire Safety) Order 2005? (See guidance overleaf) Yes  No  (Please tick appropriate box)

**6 Charges (see guidance overleaf for more information)**

1. For B & C work please state floor area: \_\_\_\_\_ m2 and/or estimated cost of work excl VAT £

Plan charge: £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

2. Individual fee quote requested: Yes  No  (Please tick appropriate box) Details enclosed

Card payment contact Agent  Card payment contact Applicant  Registered Disabled Person (see charges overleaf)

**7 Statement:** This notice is given in relation to the building work as described and is submitted in accordance with The Building Regulations. I understand that the inspection fees will be payable following commencement of a Full Plans Application. Delete any of the following if not required.

- I agree to the Council exercising the option to approve the application with conditions if considered appropriate.
- I agree to an extension of time for the consideration of this application in order to allow negotiations to take place prior to formal decision being issued, such extension to terminate two months from the date of deposit of plans.
- I confirm that I will be using a Part P registered electrician and therefore will not incur a further charge of £250+VAT

All applications:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**When to use a Full Plans Application**

Full Plans applications benefit from the issue of a decision notice and can be used for any type of work.

**Description of the work and the plans we need**

Briefly describe the planned works. A full set of detailed plans showing how the work will meet the regulations are required if the building will be used for a relevant use\*, you should also include **an extra set of plans** which we will use to consult with the Fire Authority.

**When to use a Building Notice**

You may use a Building Notice if:-

- (a) The work **does not** involve the construction, extension, or underpinning of a building, which will be over or within 3m of a public sewer or disposal main.
- (b) The building is **not used** for a 'relevant use'\* and the Regulatory Reform (Fire Safety) Order 2005 does not apply to the work you are planning to do.
- (c) The work, which includes the erection of a building, **does not** front onto a private street.

**Description of the work**

This should be provided, ideally with plans or basic sketches to promote understanding of the proposed work.

**Regularisation Certificate Application – for work after 1985**

When building work has already been carried out, but a formal application under the Building Regulations has not been made, and you need the work to be formally recognised as satisfying the regulations, you can submit a Regularisation Certificate Application.

The owner of the building is under no obligation to submit a Regularisation Certificate Application to the local authority; equally, the local authority is under no obligation to accept a Regularisation Certificate Application, nor having accepted the application issue a Regularisation Certificate, unless the work is shown or made to comply with reasonable requirements.

The giving of this notice does not prejudice the enforcement powers contained in the Building Act, which remains available to the local authority.

**Description of work and plans needed**

Briefly describe the works carried out. Apart from minor works that do not affect the layout of the building, detailed plans should be sent showing how the work complies with the Regulations. As much detail as possible should be shown to reduce the time spent in contacting you for further information. You should send us one set of the plans. We may require you to open up the work for inspection where necessary and the applicant must be willing to comply with all such reasonable requests.

\*'Relevant use' means that the building is used as a workplace and the Regulatory Reform (Fire Safety) Order 2005 applies to it, or is a use listed in the Fire Precautions Act (this includes shops, offices, hotels, hostels for hotel staff, boarding houses and factories).

**Commencement and Inspection Notice**

For your guidance an inspection required list is sent out with every application acknowledgement. This gives details of when you must contact us for an inspection to do so call 01473 432951.

**Charges and Payments**

The charges for Building Regulations applications are individually calculated and specifically tailored for each project. To request an individual fee quote please email [building.control@ipswich.gov.uk](mailto:building.control@ipswich.gov.uk) including all available plans for the project. A surveyor will then contact you by email or telephone within 2 working days with your quote, which will be valid for a period of three months. For Full Plans inspection charges will be invoiced following the first inspection, unless requested otherwise we will send this invoice to the applicant.

Once an application has been submitted we will contact you to process payment by card. Inspection charges for full plans applications will be invoiced on commencement. For disabled works proof of disability and confirmation that the works are for the benefit of the disabled person will be required.

**Planning Permissions**

Your proposal may also need permission under the Town and Country Planning Act. For more information please email [development.management@ipswich.gov.uk](mailto:development.management@ipswich.gov.uk)

**Data Protection**

Ipswich Borough Council is a controller of personal data under the General Data Protection Regulation and the Data Protection Act 2018.

For information on how we process your personal data please visit our website at: [www.ipswich.gov.uk/privacy](http://www.ipswich.gov.uk/privacy)